



*United States Bankruptcy Court  
Eastern District of Wisconsin  
Office of the Clerk*

## Career Opportunity # 2000-01

**Position:** Records Intake Clerk

**Location:** Milwaukee, WI

**Salary Range:** CL 23 (\$22,823 – \$37,122) Depending on qualifications and experience.

**Closing Date:** Open Until Filled

The U.S. Bankruptcy Court for the Eastern District of Wisconsin accepts applications for the Records Intake Clerk position at any time. The position may be permanent or temporary, full or part-time, and is assigned to the Bankruptcy Court Clerk's Office.

The incumbent may be required to perform duties including, but not limited to:

- file documents;
- sort and review incoming mail;
- provide case files and documents for viewing by judges, colleagues, members of the bar and public;
- process outgoing mail;
- process copy work requests;
- furnish information by letter to members of the general public and the bar regarding the status of bankruptcy actions pending before the Court;
- maintain weekly inventory controls;
- answer telephone inquiries;
- act as receptionist, and furnish nonlegal procedural information to a wide variety of people within and outside of the Court;
- prepare case files;
- maintain copy machine quality by replacing toner, etc.;
- accept deliveries of paper, envelopes, case files, courier packages, etc.

The incumbent will also assist with the maintenance of official case records, and perform necessary noticing and clerical tasks.

### **Mandatory Qualifications:**

- High School graduate or equivalent.
- Excellent interpersonal, oral and written communication skills.

**Desirable Qualifications:**

- Progressively responsible experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws (preferably obtained in a court or related legal field).
- Experience in the use of computers and other automated systems.
- Knowledge of the Bankruptcy Code and Rules, and an understanding of the operational processes in a court environment.
- Detail oriented with an ability to perform a wide variety of tasks on a number of cases at the same time.
- An ability to manage multiple priorities.

**Information for Applicants:**

Please do not submit resumes. Employment applications are available at the Bankruptcy Court, or by sending a self-addressed 9"x12" envelope, with at least 78 cents postage to:

Karen Engibous  
United States Bankruptcy Court  
517 E. Wisconsin Ave., Suite 126  
Milwaukee, WI 53202

- The U.S. Bankruptcy Court is a part of the judicial branch of the United States government. Court employees are eligible for leave accrual, health insurance, life insurance, and retirement benefits comparable to civil service. Judiciary employees are subject to mandatory electronic fund transfer for payment of net pay.
- The Court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, any of which actions may occur without any prior written or other notice. This job announcement may involve filling more than one position described herein.
- Participation in the interview process will be at the candidate's own expense. The Court will not pay for relocation expenses.
- The final candidates are subject to a complete background check.
- The Court is an equal opportunity employer.